

GETAMUNGSTIT

**CONTRIBUTOR GUIDELINES
2015**

CONTENTS

WHAT'S IT ALL ABOUT?	2
How can I get involved?	2
Why should I get involved?	3
Content guide by theme	3
Conditions for contributors	3
Submission conditions	3
Quality content	4
Swearing (and controversial content)	4
Reimbursement	4
Style and usage guide	4
ARTICLE GUIDELINES	5
Submission format	5
Pitching concepts for articles	5
Conducting interviews	5
General submissions	6
Feature articles	6
Opinion piece	6
News feature	6
Profiles	6
Creative content - written	6
Creative content - visual	6
Standard content	7
On film	7
Film review	7
Album review	7
Book review	7
Get the hell out of here	7
Snapped on campus	7
Vox pop	8
Feature artist	8
Online - Top blogs	8
APPENDICES	9
Appendix i -Strategic Guidelines	9
Appendix ii - Journalists' Code of Ethics - Media Entertainment & Arts Alliance	10
Appendix iii - Key dates 2015	10

WHAT'S IT ALL ABOUT?

Welcome to Getamungsttit and thanks for your interest in getting involved. These guidelines outline everything you need to know to get started.

Getamungsttit is produced by the Griffith University Gold Coast Student Guild (the Student Guild) to provide a magazine that appeals to Gold Coast Campus students and includes content that is of academic, social and general interest to students.

GETAMUNGSTIT 2015

We have launched a new look Geta for 2015. We are improving the quality and content in order to produce a magazine that students want to pick up and enjoy reading. This year our goals are;

- to increase student readership
- to maximise student authorship of magazine content
- to establish a student team to drive the publication of each edition.

HOW DOES IT WORK?

Getamungsttit is run by the Editorial Team comprised of two staff editors and three student editors. This team will shape the magazine and drive the publication process. The Editorial Team will liaise with our team of regular contributors to source the content for each issue. They will also review general submissions and decide what content makes the cut.

The Editorial Team will liaise with the Liveworm design studio to prepare the publication proofs. Once the proofs have received the okay from the Proofing Committee, they are sent for publication. The whole process for each edition takes about 10 weeks.

HOW CAN I GET INVOLVED?

We would love, love, love for you to get involved in Getamungsttit. We want passionate, hard working and talented people to contribute their words, their ideas and their creative content to make Geta bigger and better each edition. There are three ways you can get involved (although if you think of others please let us know!)

1. The Editorial Team Apply for a position on the Editorial Team. There are three positions: Features Editor, Visual Editor and General Content Editor. In addition to producing content, the Editorial Team are responsible for liaising with other students to coordinate content, shaping the direction of the magazine and proofreading. Please contact Geta or keep an eye on the website for vacancies.

2. Become a contributor Join our team of regular contributors and let us know what you are interested in doing (writing, taking photographs, editing). Our team of contributors will be contacted each edition for ideas and to write (or take pictures) on brief. You may even take responsibility for a standard content section such as Vox pops, book reviews or Get the hell outta here, depending on your interests.

As well as working to brief, you may also pitch ideas for regular or ad hoc content. If you have a great idea for an article or standard content section then we want to hear from you.

3. General submissions Geta welcomes general submissions of articles, stories, fiction, photographs, illustrations and more from students or staff. If you do not want to join our team of regular contributors you may choose to either contact us to pitch a once off idea or submit a completed piece of work for consideration. All general submissions are covered by the same rules and guidelines as submissions received from standing contributors.

WHY SHOULD I GET INVOLVED?

There are so many reasons to get involved with Geta! Apart from offering the chance to get your voice heard and see your name in print, Geta offers valuable experience for aspiring writers, journos and creatives. There is no better way to kick start your professional portfolio than by getting involved in a student publication.

Even if you aren't looking to put pen to paper as a profession, Geta is fantastic way to meet new people, voice your opinion, get some experience for your resume and have fun on campus.

Geta prides itself on producing high quality content so you will also receive feedback on your work and the chance to hone your writing skills.

CONTENT GUIDE BY THEME

Each issue of Getamungsttit may contain the following type of content;

- A. Thematic content** Each edition of Getamungsttit will have an editorial theme such as O'Week or Music. The thematic content will primarily consist of feature articles tied to the edition theme. The editorial team will decide on the theme and suggest content. Contributors may be asked to work to a brief to produce specific articles as requested by the Editor.
- B. Standard content** The editorial team will work to establish a set of standard items for each edition that may or may not be tied to the theme. This currently includes sections such as Snapped on campus, Get the hell outta here, and Entertainment. Contributors may be asked to work to a brief for standard content or they may make suggestions on items for regular inclusion.
- C. Student Guild content** This content may include coverage of Student Guild events or services through photographic spreads, articles or promotional material. The editorial team will work to ensure that there are opportunities to include some Student Guild content and will ensure that this content is in keeping with the editorial style of the magazine and is well balanced with other content.
- D. General submissions** Students may submit ideas or articles for consideration. These may include items such as feature articles, opinion pieces, reviews, or creative works (illustrations, photos, poetry, short fiction etc). Submissions may or may not be tied to the theme. Contributors must ensure that they have familiarised themselves with the Geta guidelines for contributors.
- E. Club submissions** The Student Guild has a new blog as part of the new look Student Guild website. This is the most suitable place for club related news and content as it ensures timely publication. The editorial team may consider submissions from Clubs. These submissions should be in the style of articles (rather than reports) and should be written to engage a wide audience. The editorial team will consider how the submission fits with the editorial direction, balance of content and interests of the readership.

CONDITIONS FOR CONTRIBUTORS

- The Student Guild reserves the right not to publish any submissions at any stage in the publication process.
- The Student Guild will not publish material that is or promotes behaviour that is, harmful, abusive, threatening, harassing, defamatory, vulgar, obscene, libellous, invasive of other's privacy, hateful, or racially, ethnically or otherwise objectionable.
- The Student Guild reserves the right to not publish content that does not meet high quality standards.
- The Student Guild reserves the right to edit submissions for reasons including but not limited to, the correction of typographic or grammatical errors, to suit publication length, and to enhance readability and written quality.
- Contributors must ensure that they comply with the Strategic guidelines.

SUBMISSION CONDITIONS

- Submissions must be your own original work and must not have been published or publicly produced elsewhere without express approval from the Editor.
- Submissions must be factually accurate.
- Written submissions should be submitted in Word, Arial 12pt, Style- No Spacing, single spaced.
- Written submissions must use Australian spelling and follow Australian usage with regard to formatting and grammar.

QUALITY CONTENT

Geta prides itself on being a high quality publication and strives for excellence and continuous improvement. Our content should inform, entertain or showcase items that are of interest to the student readership on the Gold Coast campus.

Whether you are writing to brief, pitching an idea or making a general submission, Geta expects all submissions to be written to a polished and professional standard. This should not deter you from getting involved however you must familiarise yourself with and adhere to the Contributor Guidelines. You must also accept that, as per the conditions above, the Editorial Team reserves the right to edit your work.

Where possible, Geta will work with you to polish your work and to provide you with constructive feedback. However, Geta reserves the right to refuse work without feedback.

SWEARING (AND CONTROVERSIAL CONTENT)

Getamungsttit will publish articles that include swearing however you must be aware that swearing may offend some readers so you should consider whether your article would be just as effective, funny, or persuasive without it. Getamungsttit reserves the right to edit any article and the editorial team will definitely remove swearing that is used too regularly, in a way that is considered unnecessary, designed to offend or in a vulgar context.

Similarly, Getamungsttit may publish material that is potentially controversial or contentious however the content must be considered to be of interest to the readership and to add value to the publication.

REIMBURSEMENT

Getamungsttit does not offer any payment for student contributions to the magazine. Your involvement is voluntary. This is a fantastic opportunity to learn, to gain experience and to begin a portfolio of work.

As a general rule, Getamungsttit will not reimburse students for general expenses that may be incurred in the course of producing content such as maintenance of their own equipment, local travel, or internet and phone expenses.

Getamungsttit may reimburse contributors for special expenses however contributors must obtain written approval from the Editor for expenditure with reimbursement before the expense is incurred. Requests for reimbursement after the fact will not be considered.

STYLE AND USAGE GUIDE

As a general rule, Getamungsttit follows and expects contributors to follow writing and formatting rules as detailed in the Style Manual: for authors, editors and printers (sixth edition, John Wiley & Sons). Geta also has its own style and usage guide for specific stylistic expectations for the publication. This is an evolving document, please contact the Editorial Team at getamungsttit@griffith.edu.au for the most up to date version. Regular contributors will be emailed an up to date version each edition.

ARTICLE GUIDELINES

SUBMISSION FORMAT

As per the submission conditions, submitted articles and content should adhere to the following:

- Submit via email to getamungstit@griffith.edu.au as a Word document attachment.
- Be set up with 'No Spacing' (under Styles in Word). Please note most documents default to Normal - you will need to change this.
- Arial or Calibri font
- 12pt font, single spaced.
- Australian spelling and usage
- Comply with the style and usage guidelines contained in these guidelines
- Email must include your full name and student number.

Images should be high resolution and can be submitted in the following formats - CMYK tif or jpeg (minimum 300dpi) at full page size of 170mm wide by 240mm high.

If your submission does not meet the standards above, you will be requested to make changes and resubmit.

PITCHING CONCEPTS FOR ARTICLES

Before you pour all of your blood, sweat and tears into a fully polished article for general submission, you may want to run the idea past the Editorial Team first. Your pitch should include 100 words describing what you want to write - what it is about, what type of piece is it, what angle are you going to approach it from... and any other details.

This gives us a chance to let you know if we think it is suitable for Geta and make any suggestions that we think will increase its chances of being accepted. Please be aware that having a pitch endorsed does not guarantee acceptance and the finished piece will still be reviewed with regard to quality, content and fit with the magazine.

Email your ideas to getamungstit@griffith.edu.au

CONDUCTING INTERVIEWS

You may be asked to conduct an interview for verbatim reproduction (the questions and answers will be included in the article) or to obtain quotes for inclusion in a feature or opinion article.

Quotations must be factually accurate and you should record your interview. You can use apps such as iTalk or TapeACall to do this. At the beginning of the interview you must advise the subject that they are being recorded and ensure that they are comfortable with this.

You must not edit quotations in any way that changes their meaning or context. Where you have eliminated redundant phrasing or a section of words you must indicate this with [...].

If you are writing a Q&A style piece it is often worth running the subject through the type of questions you will ask so that they can clarify anything before hand and to maximise your chances of getting usable answers.

For further advice or guidance on interviews, please contact the Editor.

GENERAL SUBMISSIONS

Feature articles

Each edition, Geta will publish 4-5 feature articles that are connected to the theme. The next theme is promoted by a teaser in each edition so get your thinking caps on and pitch us your ideas. They can be serious, funny, personal, investigative... we are open to anything so long as it will inform or entertain our readers.

Features should be top quality pieces that are tightly written. Priority will be given to pieces that are engaging and unique.

Word count: Short features 400 - 500 words, long features 800 - 1000 words

Sourcing images: The Visual Editor/ staff editors will liaise with the design studio or visual contributors to source images for feature articles.

Opinion piece

An opinion piece is driven by personality. They can be written in the first person and the voice and opinion of the author is key. We are open to opinion pieces on a range of topics from the political to the personal. You might want to write about the job prospects for graduates in your field of study or a rant about the latest fad post on Facebook or your definitive guide to making the best toasted sandwich of all time.

The options are endless but quality is key; if it is interesting and engaging we will consider it. Feel free to pitch your ideas before you submit a full draft for consideration.

Word count: Approximately 400 - 500 words. We recommend that you discuss longer pieces with an editor before you pour your blood, sweat and tears into it.

Sourcing images: Please discuss with an editor.

News feature

News features are well researched pieces that appeal to at least one of the news values of proximity, timeliness, conflict or human interest. These should be balanced, factual pieces that include compelling content such as quotations from a source.

We are looking for quality and originality - we don't want a repeat from the Gold Coast Bulletin.

Word count: Approximately 400 - 500 words. We recommend that you discuss longer pieces with an editor before you pour your blood, sweat and tears into it.

Sourcing images: Please discuss with an editor.

Profiles

Do you know someone at Griffith doing something really interesting, cool or weird and wonderful? They may be a great subject for a profile piece. This might be a standard Q & A or a more narrative profile piece in the style of David Leser (<http://davidleser.com/articles.php>). We are happy to consider people outside of Griffith if it is deemed of interest to our readership but Geta is particularly keen to showcase the range of diverse, interesting and accomplished people right here on our campus. We recommend that you pitch your ideas to Geta before you start working.

Word count: Approximately 400 - 500 words

Sourcing images: Please discuss with an editor.

Creative content - written

Geta will consider written submissions of a creative nature including short fiction, personal narratives and poetry. Acceptance will be determined on quality, fit with content and available editorial space.

Word count: Varied

Creative content - visual

Geta will consider submissions of a visual nature including illustrations, photography, design, art and craft by Griffith students.

STANDARD CONTENT

On film

On film is an unranked list of 10 films connected to the edition theme such as Higher education on film, or Music on film. You will need to include a short introduction. Each film should include the title, year of release and a short description. (2-3 sentences per film). The list should appeal to a range of viewers and the writing should be engaging and entertaining (we are looking for a bit more than a Wiki synopsis).

Word count: 750 - 950 words.

Sourcing images: You will need to notify the Visual Editor/staff editors of your choices before submission and as early as possible so that images can be sourced.

Film review

We currently include an extended film review. The film should be released as close as possible to the submission deadline to ensure timeliness and relevance. The header should include title, year, running time, genre and director.

Reviewers are welcome to inject their personality into the review but should ensure that the review still provides a descriptive account of what Geta readers can expect (that is not entirely opinion driven). You can certainly state how you feel but you shouldn't be alienating people with a different POV. If you are leaning towards a screen rant or rave, perhaps consider broadening the scope a little and writing an opinion piece on that genre, director etc for consideration.

Word count: 500 words.

Sourcing images: You will need to notify the Visual Editor/staff editors of your choice before submission and as early as possible so that images can be sourced.

Album review

Album reviews cover recently released albums. The review should be succinct and should cover any highlights and give the reader an idea of what they can expect from the album.

Word count: 200 words.

Sourcing images: You will need to notify the Visual Editor/staff editors of your choice before submission and as early as possible so that images can be sourced.

Book review

Book reviews can be on recent or older publications (let's face it, books are timeless). The review should be succinct and include a brief description of the story/content and what readers can expect. Currently this section is recommendation focused (rather than a literary critique) so any personal reflection should be overall positive.

Word count: 200 words.

Sourcing images: You will need to notify the Visual Editor/staff editors of your choice before submission and as early as possible so that images can be sourced.

Get the hell outta here

Get the hell outta here encourages students to put down their books, get off campus and explore the beautiful Gold Coast. This section showcases free or low cost things to do or places that are fun or may be of interest to students. We want you to find hidden gems that people might not know about, particularly international students or students not from the Coast. Tell students why it's a rad place and any need to know details (location, times, cost, transport etc).

Word count: Approximately 400 words.

Sourcing images: Please discuss the image requirements with the Visual Editor/ staff editors.

Snapped on campus

Geta will draw on its pool of photographic contributors to provide high resolution images for the Snapped on campus photo spread. The spread includes pictures from key events and parties on campus. If you are keen to head along to any other events such as club training or meetings, sports matches or even to take some general pictures of life on campus please contact us with your ideas. We have a large pool of photographers so it is best to check first to make sure we are not doubling up.

Submission guidelines: You do not need to provide names with your submissions. The file name should include the event title. Where the shot is not very general in nature, make sure that students' are aware that you are taking their picture and that they are happy for you to use it (no sneaky paparazzi shots or pictures of unsuspecting nappers on the lawn).

Vox pop

This is your chance to get out on campus and find out more about your fellow students. Each Vox pop should cover three questions connected to the theme (ask as many students as possible all three so you have lots to choose from). Discuss with your editor and try to come up with questions that will provide some witty or amusing answers. You will need to take your camera and a recording app such as iTalk so that you can transcribe the answers later.

Submission details: Your submission must include a tag or intro line and each questions followed by the top three to five answers for each (these may be edited subject to space). Include the student first name and surname initial and their course of study eg. Stephen P, Nursing.

Sourcing images: You will need to provide high resolution pictures of each student (a headshot). The file name must include the student name so that the design studio can match the answer with the picture.

Feature artist

A question and answer style interview with a local artist. The artist may be a musician, performer, designer or visual artist and will be determined in consultation with the Editorial Team. Keep in mind that your questions will be included so keep them short and direct. See instructions for interviews and ask the Editorial Team for further guidance.

Word count: 500 - 750 words.

Sourcing images: You will need to ask the subject for 3 - 5 high resolution images of themselves/ their work that can be used. We need to know who took each image (for attribution) and need confirmation in writing that we have permission to publish them.

Online - Top blogs

A round up of three blogs of student interest. They should be varied in content and appeal. Include a short description and a pitch on why they might appeal/who they will appeal to. You must include the URL for each.

Word count: Each description approximately 120 words.

Sourcing images: You will need to nominate the three blogs you will be writing about prior to submission and advise a staff editor/ Visual Editor as soon as possible.

APPENDICES

APPENDIX I - STRATEGIC GUIDELINES

STRATEGIC GUIDELINES for the publication of the Gold Coast campus student magazine, Getamungsttit.

The Student Guild Board shall publish a student magazine, Getamungsttit, for distribution to students and staff on the Gold Coast campus.

The Student Guild Publication's primary purpose shall be to provide a student focused and student driven magazine and to print material of a relevant nature to the academic, social, sporting and general interests of the student body at Griffith University Gold Coast.

The Student Guild Publication shall:

- provide a forum for the dissemination, discussion and debate of information and opinion about matters of students and campus interest.
- ensure the student publication is an effective and accessible communication forum.
- timetable appropriate editions in line with the academic calendar and Student Guild calendar of events.
- comply with legal requirements and contain articles and advertising which comply with the Media Entertainment & Arts Alliance - Journalists' Code of Ethics.
- acknowledge all borrowed articles, graphics, cartoons, photography and any possible copyright material.
- ensure there is no discrimination or defamatory material published which may result in legal action.
- encourage student involvement in the production of the student publication.
- achieve excellence in all areas of the student publication's content and production.
- provide a forum respected by its readers for fair and accurate reporting.
- ensure that any letters submitted for publication under Letters to the Editor or any other part of the publication are signed by the writer. Pseudonyms can only be used if the writer has given his or her full name and student/staff number and has requested that their name be withheld from the publication.
- be included on the Student Guild website.
- consider opportunities to promote Student Guild services and activities in each issue where these items can be incorporated into the magazine in a manner that is seamless and in keeping with the editorial direction and the interests of the readership.
- promote environmentally friendly printing and distribution of the publication.

The role of the Publisher:

- A.** The President shall be the Publisher of the Student Guild publication.
- B.** The President may order the deletion or removal of any part which in the opinion of the President is liable to lead to the successful prosecution of litigation of the Student Guild or its officers or agents, or which may in the opinion of the President be in conflict with Student Guild policy.
- C.** The President shall see the page proofs of the publication prior to the publication being submitted for printing.
- D.** A disclaimer must appear on each edition stating that the views expressed in the publication are not necessarily those of the Griffith University Gold Coast Student Guild.
- E.** The Student Guild publisher shall ensure any comments critical of the Student Guild, Student Guild Board members or members of Student Guild staff are not published, unless the nominated parties have the right of reply in the same issue of the publication.
- F.** The publication page proofs must be approved by the Proofing Committee (staff editor/s, The President and the General Manager GUGC Student Guild) or their delegate/s prior to the publication being submitted for publication.

APPENDIX II - JOURNALISTS' CODE OF ETHICS - MEDIA ENTERTAINMENT & ARTS ALLIANCE

The following is reproduced from Media Entertainment & Arts Alliance. Getamungstit requires all of its contributors to adhere to the following code and will be guided by it in all aspects of publication.

Journalists will educate themselves about ethics and apply the following standards:

1. Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
2. Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
3. Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
4. Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
5. Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
6. Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
7. Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
8. Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication or broadcast. Never exploit a person's vulnerability or ignorance of media practice.
9. Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
10. Do not plagiarise.
11. Respect private grief and personal privacy. Journalists have the right to resist compulsion to intrude.
12. Do your utmost to achieve fair correction of errors.

Obtained from <http://www.alliance.org.au/code-of-ethics.html> retrieved 23 March 2015

APPENDIX III - KEY DATES 2015

	Editorial meeting	General submission deadline	Contributor deadline
Edition 3	Mon 25 May	Mon 8 June	Mon 15 June
Edition 4	Mon 29 June	Mon 13 July	Mon 20 July
Edition 5	Mon 10 August	Mon 24 August	Mon 31 August